

Annual Budget Process (all dates approximate)

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| 4-19-(fy-2) | Department of Administration solicits agency capital budget requests for next fiscal year. |
| 6-22-(fy-2) | First Submittal: Data for a preliminary overview and a brief description with an estimated budget. |
| 7-20-(fy-1) | Second Submittal: Completed forms due to Division of Public Works (review by DPW Field Reps begin) |
| 9-6-(fy-1) | Preliminary list of agency requests for the next fiscal year funding is submitted to the Governor's office. |
| 10-4-(fy-1) | Agencies present the next fiscal year funding requests to the Permanent Building Fund Advisory Council. |

Annual Budget Process - slide 2 (all dates approximate)

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| 11-3-(fy-1) | The Permanent Building Fund Advisory Council takes formal action on its next fiscal year Capital Budget recommendations to the Governor. |
| 11-10-(fy-1) | The Permanent Building Fund Advisory Council's Capital Budget project rankings for next fiscal year are forwarded to the Division of Financial Management, which, in turn, forwards the rankings to the Governor's office. |
| JAN-(fy-1) | The Governor's recommendations are forwarded to the Joint Finance-Appropriations Committee. |
| JAN-(fy-1) | Division of Public Works Administrator presents Capital Project Budget requests to the Joint Finance-Appropriations Committee. |
| FEB-(fy-1) | Fiscal Year Joint Finance-Appropriations Committee Capital Project Budget recommendation is presented to the Legislative bodies. |
| MAR-(fy-1) | Appropriations Bill passed. |
| APR- JUN (fy-1) | New projects are set up for accomplishment (and funding on 1 Jul FY). |

Capital Budget Requests (forms for non-SBOE on DPW web site)

DPW (non-SBOE Agency)

Capital Projects Description (New buildings, additions or Major renovations)

Alteration and Repair Projects

Asbestos Abatement Projects

Building Demolition Projects

“ADA” Projects

Underground Storage Tank Projects

Six-year Facilities Plan (next Fiscal Year through next Fiscal Year +5)

State Board of Education Agencies

Set A Capital Project Summary

Set B Alteration and Repair Project Approval Form

Set C Six-year Capital Improvement Plan

Set D Summary of Projects by Category by Priority

(Use for Asbestos, Building Demolition, ADA, etc)

Notes on Submissions

One signed Original and one copy

No bindings

8.5x11 only

Keep number of pages to a minimum

Agencies please use current year forms (mailed and on web)

Pick category of submission (A&R, ADA, Asbestos, Storage Tank, etc); If it is in multiple categories – divide project \$ request among the categories and indicate on all pages the other categories.

Make requests reasonable (~< 20 items)